

BLOCKING SYSTEM TO BE USED ON PERSONNEL DOCUMENTS FOR CERTAIN  
CLERICAL POSITIONS AT GRADES BELOW T/O AUTH.

- (1) Clerk (Stenography) positions of grade GS-5 and above blocked at grades lower than GS-5 by Clerk Stenographer positions:

Example: Basic Position: Clerk (Stenography) GS-301 5 Pos. No. 25  
Block Position: Clerk Stenographer GS-312 4 Pos. No. 25-4  
or Clerk Stenographer GS-312 3 Pos. No. 25-3

In the above, an exception to the general rule that block jobs must be in the same classification series is noted. This exception is authorized because the Clerk (Stenography) begins at the grade GS-5 level, and the Clerk Stenographer series ends with the GS-4 level. Therefore, the Clerk (Stenography) series will be in practice an extension of the Clerk Stenographer series.

- (2) Clerk (Typing) positions blocked at grades below GS-4 by Clerk Typist positions:

Example: Basic Position: Clerk (Typing) GS-301 4 Pos. No. 26  
Block Position: Clerk Typist GS-322 3 Pos. No. 26-3  
or Clerk Typist GS-322 2 Pos. No. 26-2

The Clerk Typist series, GS-322, runs from GS-1 to GS-3 inclusive; the Clerk (Typing) series, GS-301, begins at GS-4.

- (3) The Blocking of Clerk (Stenography) or Secretary (Steno) positions with Clerk (Typing), Clerk, or Clerk Typist positions of equivalent or lower grade levels will be authorized on a temporary basis when unusual conditions warrant this action, such as: (1) During adjustment periods immediately following reorganization of an Office; (2) when shortages of stenographic personnel make it necessary to utilize typists and clerks as temporary substitutes. (As a general rule, Operating Offices will request T/O change to accommodate reassignment of clerical positions and personnel.) The mechanics of this system of temporary blocking are as follows:

- a. The following numbers are assigned on an Agency-wide basis as a means of identifying the characteristic duties performed by the incumbents:

|                    |          |      |
|--------------------|----------|------|
| Clerk Typist       | GS-322 2 | #900 |
| Clerk Typist       | GS-322 3 | 901  |
| Clerk Stenographer | GS-312 2 | 902  |
| Clerk Stenographer | GS-312 3 | 903  |
| Clerk Stenographer | GS-312 4 | 904  |

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|                |          |     |
|----------------|----------|-----|
| Clerk          | GS-301 2 | 905 |
| Clerk          | GS-301 3 | 906 |
| Clerk          | GS-301 4 | 907 |
| Clerk          | GS-301 5 | 908 |
| Clerk          | GS-301 6 | 909 |
| Clerk (Typing) | GS-301 4 | 910 |
| Clerk (Typing) | GS-301 5 | 911 |
| Clerk (Typing) | GS-301 6 | 912 |

3. These numbers will be used in conjunction with the basic position number for the T/O job to identify block jobs as follows:

- (1) Blocking a Clerk (Stenography) GS-301 2 Pos. 25 when occupied by:

|                |          | Use         |
|----------------|----------|-------------|
| Clerk Typist   | GS-322 3 | Pos. 25/901 |
| Clerk          | GS-301 4 | Pos. 25/907 |
| Clerk (Typing) | GS-301 4 | Pos. 25/910 |

- (2) Blocking a Secretary (Steno) GS-318 5 Pos. 27 when occupied by:

|                |          |             |
|----------------|----------|-------------|
| Clerk Typist   | GS-322 3 | Pos. 27/901 |
| Clerk          | GS-301 4 | Pos. 27/907 |
| Clerk          | GS-301 5 | Pos. 27/908 |
| Clerk (Typing) | GS-301 4 | Pos. 27/910 |
| Etc.           |          |             |

In the above examples, it will be noted that the position number used on personnel documents will consist of the position number applicable to the T/O job followed by a slash and the position number descriptive of the category of work being performed by the temporary incumbent.

- (4) All positions encumbered temporarily as listed in Section 3 will be reviewed frequently to effect proper reassignment of incumbents or initiation of a T/O change.

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4. To effect proper assignment and slotting of personnel now on duty, a position listing will be prepared by each Office. Meetings will be arranged by the Personnel Office with each of the Operating Offices to discuss this procedure in detail. A sample copy of the form (Attachment 2) to be used is submitted for advanced review.

4a. In preparing personnel action requests subsequent to initial slotting of personnel as in paragraph 3 above, follow format set forth in Attachment 2, Sample Copy of Form 37-3 as attached.

5. A representative of this Office will be available to assist your Administrative Office in installing the interim procedures and in converting existing position description files and other personnel records to the new numbering system. Any problems occurring in the "slotting" of personnel on duty against the new T/O can be discussed and proper course of action determined.

25X1A

GEORGE E. MELOON

Encl:

Att. #1 Position Blocking Procedure  
Att. #2 1 Sample Listing #1  
1 Sample Copy #2

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- (5) The blocking of professional positions such as Intelligence Officers, Librarians, Engineers, by related sub-professional and clerical positions is sometimes authorized by the Personnel Office. Personnel documentation to cover such a case will follow this form:

- a. The T/O will list only the professional position, its series, grade, and position number; e.g.

Intelligence Officer      GS-132 5      Z188

- b. In blocking the position with a clerical position, title to be used will be provided by the Classification Division and in general will be related to the professional title. Only one title will be established for block positions for each professional title.

Examples:

Professional titles and series:

|                      |         |
|----------------------|---------|
| Intelligence Officer | GS-132  |
| Librarian            | GS-1410 |
| Engineer (General)   | GS-801  |

Sub-professional or clerical titles and series:

|                    |         |
|--------------------|---------|
| Intelligence Clerk | GS-301  |
| Library Assistant  | GS-1411 |
| Engineer Aid       | GS-802  |

- c. Position number applicable for the block job will consist of the basic number of the professional position followed by a dash and the numerical GS grade of the sub-professional or clerical block position, e.g.

Intelligence ~~Officer~~ <sup>clerk</sup>      GS-301 4      Z188-4

- d. Series number (301 in the above example) will be that of the clerical or sub-professional block position.

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